

<p align="center">EMERGENCY SERVICES DIVISION</p> <p align="center">PROCEDURE</p> <p align="center">BROOKHAVEN NATIONAL LABORATORY</p>		<p>Procedure No. FR-ADM-1.1.9</p> <p>Revision No. 2</p> <p>Page 1 of 3</p>
<p>Procedure Title: INCIDENT MANAGEMENT</p>		
<p>1.0 PURPOSE</p> <p>1.1 This document provides the required procedure for the orderly management of an incident or emergency using the Incident Command System (ICS) to ensure that all responding organizations manage the scene of an incident using the same system.</p> <p>1.2 This procedure should be implemented whenever an unplanned event occurs which threatens the environment, safety or health of Brookhaven National Laboratory (BNL) or any personnel and public on site, and requires immediate response by Emergency Services (EM), Plant Engineering (PE), Safeguards and Security Division (SSD), or any other organization. ICS is expandable from the management of a simple incident requiring no further intervention to the full implementation of the BNL Emergency Plan which mandates the activation the Emergency Operations Facility (EOF).</p> <p>2.0 RESPONSIBILITIES</p> <p>2.1 First person: (See Attachment 8.1) If you are the first person to discover an incident, ensure your own safety, make proper notifications, identify yourself to responders and provide information, and transfer command of the scene to the responder in charge. Stand by until released by the Incident Commander (IC).</p> <p>2.2 Responder: Depending on your specific role as a responder, wear your BNL identification, report to and check in with the command post, establish your relationship with the other responders, perform your specific duties, and make sure all information is reported to the IC.</p>		
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3.0 DEFINITIONS

- 3.1 Command Post: That area at the scene of an incident, identified by a flag, green light and/or sign with the words "Command Post," from which the Incident Commander operates. All persons who advise and assist the IC and all persons entering or leaving a scene shall check in and out through the Command Post.
- 3.2 Incident Commander (IC): The person who is in charge of the incident. This can vary from one who has discovered an incident to one who responds to an incident. The IC has the duty to identify him or her self to all people at the scene.
- 3.3 Safety Officer: A member of the Command Staff whose duty is to advise the IC in safety matters only, thereby keeping one specific focus. This person should also be clearly identifiable.
- 3.4 Liaison Officer: A member of the Command Staff whose duty is to coordinate the operations of several different responding groups or agencies.
- 3.5 Public Information Officer: A member of the Command Staff who reports directly to the Command Staff and is the only person authorized to speak to the media.
- 3.6 Staging Officer: This person answers to the Operations Officer or the IC and coordinates the placement of all incoming equipment and personnel, for example, ambulances, buses, fire engines, cranes, and other vehicles.
- 3.7 Communications Officer: This person answers to the IC and handles all of the IC's telephone calls and radio transmissions.
- 3.8 Operations Officer: This person coordinates any specific operations which take place at the scene of the incident such as: fire suppression, rescue, bull dozer operations, hazardous waste management, environmental sampling, etc.

4.0 PREREQUISITES

- 4.1 Completion of the Incident Command Course at Brookhaven National Laboratory, Course Number: EP-015.

5.0 PRECAUTIONS

None

6.0 PROCEDURE

Note: Attachment 9.1 provides a flow chart of this process.

- 6.1 The first person who discovers or responds to an incident becomes the Incident Commander. That person must:
 - 6.1.1 Ensure his/her own safety and the safety of others at the scene.
 - 6.1.2 Make proper notifications (this could range from calling a supervisor to dialing extension 2222 or 911 from a BNL telephone).
 - 6.1.3 Identify himself/herself to all others at the scene of an incident.

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6.1.4 Be prepared to provide all information such as times, names, conditions, and observations to the next Incident Commander.

6.1.5 Transfer command to the proper person at the proper time, relaying all pertinent information.

6.2 Management of the scene of an incident shall be performed by the Incident Commander with input from all necessary sources. These sources include, but are not limited to, safety officers, occupational safety and health personnel, environmental protection personnel, operations personnel, security forces, offsite agencies, and the DOE.

6.3 All responders to an incident shall operate under ICS.

6.3.1 Any responder to the scene, regardless of function or rank shall check in and out through the Command Post.

6.3.2 If a group responds to the scene (for example: a cleanup crew or riggers), only the supervisor need check in at the Command Post to the IC. That supervisor is responsible for their people and to provide a list of names for accountability reasons.

6.4 All responders to an incident shall operate under the ICS. Some responders may also be responsible for others at the scene of an incident. For example, a supervisor may be in charge of a cleanup crew or a rigging crew or ambulance staff or investigation team. In that case, the members of the group report to the supervisor who in turn reports to the Incident Commander.

6.5 Transfer of the role of Incident Commander from one person to another is a critical step in this system. It shall be orderly and consist of the present Incident Commander and the incoming Incident Commander agreeing on the change in command and the present Incident Commander transferring not only command but all pertinent information in a face to face meeting.

6.6 The Incident Command System remains in effect until the incident is declared over. At that time it should be agreed upon by all parties who have follow up duties. For example, it should be determined who is responsible for a further cleanup, investigation, disposal of hazardous materials, reporting, restocking of depleted equipment, financial responsibilities, etc.

7.0 IMPLEMENTATION AND TRAINING

8.0 REFERENCES

8.1 NFPA 1561 – Standard on Fire Department Incident Management System

9.0 ATTACHMENTS

9.1 Flow Chart

9.2 IC Organization Structure